

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
March 19, 2025, 6:30 pm**

Zoom instructions below

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|---|---------|
| | |
| Business Items | |
| 1. Call to Order | 6:30 pm |
| 2. Possible Executive Session – <i>Attorney-Client Communications</i> | |
| 3. Agenda Review | 7:00 pm |
| 4. Public Comment | |
| 5. Road Foreman Report | 7:05 pm |
| 6. Items for Discussion or Vote a. Highway Paving Request for Proposals b. Town Highway Structures Grant Application c. Town Highway Class 2 Roadway Grant Application d. Town Right-of-Way Tree Mitigation e. Capital Planning Committee Discussion f. Appointment of Public Officers g. Warrants h. Approval of March 5, 2025 Minutes | 7:15 pm |
| 7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting | 8:30 pm |
| 8. Adjournment | |
| <i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated.</i> | |

Zoom Instructions

- Computer or Smartphone
<https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, then Meeting ID 953 9507 9923 and Passcode 306922

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS

Paving

[March 19], 2025

Proposals due by
Noon on [April 16], 2025

Mail responses to:
Town of Pomfret
Attn: Chair, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053

Contact Information:
Frank Rogers, Pomfret Road Foreman
highway@pomfretvt.us
(802) 457-2767

Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals from paving companies (“Proposers”) for paving work. Proposers are to include detailed specifications including any options, warranties, and timeframe for completion of work. The Town is exempt from the Vermont State Sales Tax. All pricing shall be good through the 2025 season. A bid form has been included for completion.

Proposal Schedule

| Activity | Date |
|----------------------------------|------------------|
| RFP Issue & Publication | [3/19]/2025 |
| RFP Questions Due | [4/2]/2025 |
| Proposals Due | [4/16]/2025 noon |
| Selectboard Bid Opening | [4/16]/2025 |
| Anticipated Selectboard Decision | [5/7]/2025 |

Instructions to Bidders

Delivery of Bids

As required by the Town of Pomfret Purchasing Policy (see attached), all bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be dated stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the schedule time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned. Bidders shall bid to specifications and any exceptions must be noted. A bidder shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or any kind with any other bidder for the same work, and that the bidder is competing solely on his/her/its behalf without connection with or obligation to any undisclosed person or firm.

Sealed proposals, clearly marked “2025 Paving Proposal” on the outside, must be received no later than Noon, [April 16], 2025 at the following address: Pomfret Town Offices, attn.: Pomfret Selectboard Chair, 5218 Pomfret Road, North Pomfret, Vermont 05053. Complete electronic proposals can also be emailed to the town clerk, clerk@pomfretvt.us. Emailed proposals must contain “2025 Paving Proposal” in the subject line and must be emailed

prior to the noon, [April 16], 2025 deadline. Proposals shall be opened at the subsequent Selectboard meeting.

Evaluation of Bids

As provided by the Town's Purchasing Policy, in evaluating bids, the Selectboard will consider the following criteria:

- Price
- Bidder's ability to perform within the specified time limits;
- Bidder's experience and reputation, including past performance for the Town;
- Quality of the materials and services specified in the bid;
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements;
- Bidder's financial responsibility;
- Bidder's availability to provide future service, maintenance, and support;
- Nature and size of bidder; and
- The degree to which the proposals respond to all requirements of the requested specifications.

The Selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial responsibility of any bidder to determine its ability to assure service throughout the term of the contract.

RFP Questions

Any questions regarding the RFP shall be emailed to Pomfret Road Foreman, Frank Rogers, highway@pomfretvt.us. Questions are due by [April 2], 2025. Responses to questions can be made available to all potential bidders by email on or before [April 9], 2025.

Change Orders

As provided in the Town's Purchasing Policy, if specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

Delivery

Paving shall be completed before August 31, 2025.

Insurance & Indemnification

The proposer shall maintain full casualty insurance and worker's compensation coverage and shall indemnify the Town for any claims.

Minimum Specifications

Location: [Pomfret Road from Rudge Road north to Johnson Road intersection, approximately 2.2 miles. Pavement to be 22 feet wide overall. 1" shim for full 2.2 miles. Top coat 1-1/2" for entire length. This will include aprons at the intersection of Rudge Road, Labounty Road, Galaxy Hill Road, Webster Hill Road, town offices, town hall and Johnson Road.]¹

- Asphalt type – Spot shim then 1" inch Type IV shim, then 1-1/2" inch Type III overlay;
- Paving shall be done in accordance with applicable latest VTrans specifications;
- Liquid Binder shall be PG 58-28 with an alternate bid provided for PG 70-28;
- Gyration shall be 65;
- End joints shall be milled;
- Intersecting town highways shall have 20-foot paved aprons or as directed by the Town;
- Intersecting driveways shall receive four-foot aprons;
- Traffic control;
- Shoulder fill to be installed, at a separate and optional price – which shall be broomed and roller packed; and
- Please provide estimates of amount material and prices per ton for installing both the asphalt and shoulder fill.

Additional Information

- Paving width shall match existing paving. Standard paving width is 22'.
- Shoulders shall be 1.5 ft.
- Emulsion on existing pavement shall be applied at an application rate of 0.06 gal per square yard or as otherwise directed by the Town.
- Budget for project will be finalized once bids are received.
- Should the lowest bid be more than available funds and prior to selecting a proposer the Town reserves the right to negotiate downward with any proposer by

¹ **Note to Selectboard:** To consider adding Wayside Road bridge in scope of work.

reducing scope of work as necessary.

- Inspection and Quality Control
 - The Town may at its discretion assign an inspector to act on behalf of the Town to monitor quality control during paving operations, and track quantities.
 - The Contractor shall work with the inspector to perform this work and address any issues that arise.
- Compaction Testing
 - Pavement shall be compacted to 92.5% min. to 96.5% max.
 - Pricing shall include as a separate item, a third-party tester to verify compaction requirements are being met.
 - Compaction Tests on wearing course shall be performed on a daily basis or as directed by the Town. The first test shall be performed as soon as possible with the Inspector at agreed upon locations.
 - Compaction results shall be provided to the Inspector as requested.
 - If compaction does not meet requirements, all work shall be stopped until the necessary corrections are made.
- Refer to attached measurement and payment section for payment of items.

Compliance with Instructions

I have read the above Instructions in its entirety and fully understand all the requirements requested by the Town of Pomfret, Vermont. I have completed the attached bid form and included as the basis for my bid price estimate.

Signature _____

Date _____

Print Name & Company: _____



VERMONT

AGENCY OF TRANSPORTATION

FY Municipal Highway Grant Application

APPLYING FOR: ☐ Structures ☐ Class 2 Roadway ☐ Emergency

MUNICIPALITY: MUNICIPAL CONTACT (name):

MAILING ADDRESS:

Phone: E-Mail:

ACCOUNTING SYSTEM: Automated Manual Combination

SAMS #: Grantee FY End Month (mm format):

DISTRICT CONTACT (name):

Phone: E-Mail:

SCOPE OF WORK TO BE PERFORMED BY GRANTEE

Location of Work. The work described below involves the following town highway / structure:

TH# ____, (Name)_____ which is a class ____ town highway.

Bridge #_____, which crosses _____

Culvert # ____, for which the original size was _____ and the replacement size is _____

Causeway: _____

Retaining Wall: _____

Latitude: Longitude: MM (If Available):

Problem:

Reason For Problem:

Proposed Scope of Work:

Detailed Cost Estimate (below or attached):

Estimated Project Amount: \$

Estimated Completion Date:

| | |
|--|--|
| Municipality has adopted Codes & Standards that meet or exceed the State approved template? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Municipality has a current Network Inventory? YES NO | |
| Municipality <u>MUST</u> complete the following environmental resource checklist: | |
| EXISTING STRUCTURES: (check all that apply) | |
| <input type="checkbox"/> Steel Tube Culvert | <input type="checkbox"/> Concrete Box Culvert |
| <input type="checkbox"/> Stone Culvert | <input type="checkbox"/> Concrete Bridge |
| <input type="checkbox"/> Ditch | <input type="checkbox"/> Rolled Beam/Plate Girder Bridge |
| <input type="checkbox"/> Metal Truss Bridge | <input type="checkbox"/> Wooden Covered Bridge |
| <input type="checkbox"/> There are foundation remains, mill ruins, stone walls or other | Masonry Structure |
| <input type="checkbox"/> Stone Abutments or Piers | <input type="checkbox"/> Buildings (over 50 yrs old) within 300 feet of work |
| Other: | |
| PROJECT DESCRIPTION: (check all that apply) | |
| <input type="checkbox"/> The project involves engineering / planning only | <input type="checkbox"/> The project consists of repaving existing paved surfaces only |
| <input type="checkbox"/> The project consists of reestablishing existing ditches only within existing footprint | <input type="checkbox"/> All work will be done from the existing road or shoulder |
| <input type="checkbox"/> The structure is being replaced on existing location / alignment | <input type="checkbox"/> There will be excavation within 300 feet of a river or stream |
| <input type="checkbox"/> New structure on new alignment | <input type="checkbox"/> Repair/Rehab of existing structure |
| <input type="checkbox"/> There will be excavation within a flood plain | <input type="checkbox"/> Road reclaiming, reconstruction, or widening |
| <input type="checkbox"/> Tree cutting / clearing | <input type="checkbox"/> Temporary off-road access is required |
| <input type="checkbox"/> New ditches will be established | <input type="checkbox"/> The roadway will be realigned |
| The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. <input type="checkbox"/> YES <input type="checkbox"/> NO | |

Below this line to be filled in by VTrans staff:

Recommended Award Amount:

District Staff Approval: (name) _____ Date: _____

Note:

Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the District staff.

To: Pomfret Selectboard
From: Pomfret Capital Planning Committee
Date: March 17, 2025

At your request, the Capital Planning Committee reviewed Eric Chase's January 31 email to you regarding Pomfret's capital spending plan. That email is copied below.

The Capital Planning Committee would appreciate the opportunity to discuss the current capital plan and potential changes with the Selectboard at your next meeting. We agree with Eric that the purpose of the Highway Department is to provide the highest level of service at the most responsible cost.

In light of the points Eric has raised to the Selectboard, a focus group consisting of Capital Planning Committee members and other interested persons and professionals should be considered to study and compile data in the following areas as the town considers the second purchase of a new highway truck this year:

- (1) Winter Season
 - Equipment needed
 - Manpower needed
- (2) Spring, Summer, Fall
 - Equipment needed
 - Manpower needed
- (3) Long Term Trade-in Analysis and Trend
- (4) Efficient Utilization of Highway Equipment
- (5) Consider Finance options in particular Vermont's statewide program

----- Forwarded message -----

From: <info@chasesiteservices.com>

Date: Fri, Jan 31, 2025 at 12:19

Subject: Capitol Spending

To: <benjamin.brickner@pomfretvt.us>, <steve.chamberlin@pomfretvt.us>, <emily.grube@pomfretvt.us>, <meg.emmons@pomfretvt.us>, <john.peters@pomfretvt.us>

Dear Select Board Members,

I believe we are following a flawed capital spending plan. Given the sharp rise in truck and equipment costs, it seems necessary to review proposed timelines for replacement of these items. According to the plan, the most recent truck replacement approved for purchase had cash paid out at \$128,863 vs. the actual \$240,000 that will be spent. This increases the annual cost of ownership by approximately 70%, to \$48,000 per year. This is an additional \$20,000 per year just to own the truck. With another truck planned for replacement in the next year, action must be taken immediately to determine the best way to reduce the cost of annual ownership or offset those costs in other ways. One obvious answer is to extend the replacement cycle to at least 7 years each. This would reduce annual ownership costs by at least \$7,000 per year or \$49,000 over the life of each truck. This assumes a reduction in trade value of \$30,000 and an additional \$16,000 in repair costs. Another option would be an increase in usage to offset hired trucking costs. This approach would require a minimum of 220 additional man hours per year and could result in a

reduction of other highway maintenance operations. This includes additional fuel and maintenance costs, but not overtime pay rates. Concerns about reliability are valid but not reason enough for premature replacement. The concept of town trucks being the same as emergency vehicles is a bit exaggerated. As we know, even new vehicles break down or get stuck and are out of service. If these were truly emergency vehicles, we would have a contingency plan in place to rapidly fill the need in these instances. Please consider these substantial cost increases a reason to reevaluate the way we purchase and utilise our highway equipment.

Please remember the purpose of the municipal highway dept. is to provide the highest level of service at the most responsible cost. This is typically achieved by the knowledge and experience of the staff, not by the age of the equipment.

Thank you for your consideration,
Eric Chase

Town of Pomfret Selectboard

DRAFT Meeting Minutes

March 5, 2025

Present: Benjamin Brickner, John Peters, Steve Chamberlin, Meg Emmons, Emily Grube

Public: Frank Rogers, Cynthia Hewitt, Greg Greene, Dave Balter, Bill Emmons, Jack Peters, Emma Jane Stanton (*Vermont Standard*)

1. Ben called the meeting to order at 7:00 pm.
2. Agenda Review – John moved and Emily seconded moving Item 5J (Large Event Permit Application (1162 Galaxy Hill Road)) to immediately before Item 5A (Selectboard Reorganization), since Mr. Balter was already present, and adding a discussion of federal funding after Item 5N (Approval of Meeting Minutes). Unanimous.
3. Public Comment – None.
4. Road Foreman Report – Frank reports all is going well. The crew is posting the roads this week for mud season. The grader will be returned on Friday with the new blade installed. Frank asked that the Selectboard consider replacing or otherwise enlarging the garage door openings. The larger trucks with plows attached have very little overhead and side clearance. Frank will contact Trumbull Nelson for an estimate for this work. Frank sought (and the Selectboard granted) approval to purchase a scarifier bit system for the grader. Frank obtained two quotes and believed the lower cost option (at about \$4,600) is suitable. Green Up Day coordinator Greg Greene asked whether the road crew could assist with Green Up Day safety in several areas with blind road curves. Frank will check the town's inventory of signs and cones that can be used for this. Greg also will contact Fire Chief Jake Astbury about whether Fire Department members and apparatus could assist with traffic control. Ben will contact the Windsor County Sheriff's Department to schedule a directed patrol on Green Up Day.
5. Items for Discussion or Vote
 - a. Large Event Permit Application (1162 Galaxy Hill Road) – John moved and Steve seconded that the Large Event Permit Application for an event on August 2, 2025, at 1162 Galaxy Hill Road, be approved with a condition that a sign be placed at either end of the event area altering motorists to increased vehicular and pedestrian traffic related to the permitted event. Unanimous. Resident and event organizer Dave Balter indicated that all parking will be offroad and that parking assistants will be on hand to assist with traffic control.
 - b. Selectboard Reorganization
 - i. *Election of Officers* – John nominated and Emily seconded that Ben continue as Selectboard chair. Unanimous (Ben not voting). Ben nominated and Meg seconded that John continue as Selectboard vice-chair. Unanimous.
 - ii. *Adoption of Rules of Procedure* – John moved and Steve seconded adoption of the Selectboard Rules of Procedure with minor changes relative to the rules adopted last year. Unanimous. VLCT recently updated its form rules of procedure, but the Selectboard declined to adopt the new form at this time.
 - c. Town Highway Structures Grant Application – To be discussed at the March 19 meeting.
 - d. Town Highway Class 2 Roadway Grant Application – To be discussed at the March 19 meeting.

- e. Highway Paving Request for Proposals – Emily and Frank will prepare a request for proposals (RFP) for repaving Pomfret Road between Bartlett Brook Road and Johnson Road (a culvert near the intersection of Labounty Road will need to be replaced before this work occurs). The RFP also will include the bridge on Wayside Road at Route 12, a FEMA-eligible project, and the town office parking lot. The RFP will ask proposers to quote each project separately.
- f. Certification of Compliance for Road and Bridge Standards – Steve moved and Emily seconded approval of the Certification of Compliance for Road and Bridge Standards. Unanimous. Ben will forward the signed certificate to Vtrans.
- g. Annual Financial Plan – Town Highways (TA-60) – Steve moved and John seconded approval of the Annual Financial Plan – Town Highways (TA-60). Unanimous. Ben will forward the signed plan to Vtrans.
- h. Public Records Policy and Schedule of Actual Costs – Steve moved and John seconded approval of Public Records Policy and Schedule of Actual Costs as presented. Unanimous.
- i. Pomfret-Woodstock Ambulance Payment Plan Agreement – John moved and Meg seconded approval of the Pomfret-Woodstock Ambulance Payment Plan Agreement regarding uncollected ambulance service bills in FY 2024, and that Ben be authorized to sign the same on the Selectboard’s behalf. Unanimous. Ben will forward the signed agreement to Woodstock.
- j. Liquor and Tobacco License Applications (Teago Store) – Meg moved and John seconded approval of the (1) Second Class License application (for sale of beer and wine) and (2) Tobacco License application (for sale of tobacco), both by The Pomfret Road General Store, LLC (Teago General Store). Unanimous.
- k. Mascoma Certificate of Deposit Renewal – Mascoma has increased the interest rate on the town’s existing insured cash sweep (ICS) savings account from 2.5% to 4.0% APY for the next five months. Mascoma also has offered the “new money” rate of 4.2% APY for a new five-month certificate of deposit (CD). These rates are +/-0.25% of what Pomfret could obtain in a federal money market fund elsewhere, but without need to transfer funds to a different financial institution. The funds at Mascoma also will be fully FDIC insured. Ben moved and Emily seconded that Pomfret’s funds be kept at Mascoma and allocated as described above, with the new CD amount being the maximum that will still be fully FDIC-insured. Unanimous.
- l. Appointment of Public Officers – Cynthia and Ben will begin contacting incumbents to determine whether they wish to be reappointed to their positions at the March 19 meeting.
- m. Warrants – Meg moved and John seconded approval for payment of the following warrants:

| | | |
|-------|--------------|---|
| 25081 | \$ 12,528.25 | Payroll |
| 25082 | 827.02 | Tax Refunds |
| 25083 | 15,815.70 | A/P (includes debit card statement, \$564.64) |
| 25084 | 2,467.42 | Payroll |
| 25085 | 22.24 | Tax Refund |

Unanimous.
- n. Approval of February 19 and February 22, 2025 Minutes – Emily moved and John seconded approval of the February 19 and February 22, 2025 meeting minutes as presented. Unanimous.

- o. Federal Funding of Municipal Expenses – The town’s reliance on grant, reimbursement and other monies funded by the federal government was discussed, including the need to anticipate that such funding may be reduced, delayed or withheld without advance notice or due process. This would present significant challenges to the town’s finances.
- 6. Meeting Wrap Up
 - a. Correspondence – Meg received design options from Hunter Ulf and will schedule a Town Hall Revitalization Committee meeting soon to consider the same.
 - b. Review of Assignments – Emily and Frank will revise the paving RFP and prepare Town Highway Structures and Class 2 Roadway (paving) grant applications. Ben will speak with Deb Jones in Sharon re: municipal investment strategy; the County Sheriff re: help with Green Up Day. Steve to forward the Wayside Road bridge paperwork to Emily for the RFP. Cynthia will contact Mary Worrell, Vern Clifford, and Cy Benoit for suggestions on whom to appoint to the vacant Library Trustee, GUVSWD board representative, and deputy Tree Warden positions, respectively.
 - c. Agenda for Next Meeting – Paving RFP, Town Highway Structures grant application, Class 2 Roadway (paving) grant application, appointment of public officers, capital planning committee discussion.
- 7. Adjournment – Steve moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 8:59 pm.